



TRAVELGRAM

Effective August 1, 2004, travelers are responsible for providing proper documentation to support what meals and/or lodging were included in registration fees associated with conferences or training courses. To aid travelers, Accounts Payable prepared a handbook related to these documentation requirements. The handbook is being distributed to designated division travel arrangers and finance personnel (see distribution lists attached). Copies will also be available at the front desk of the BTI Travel Office in Building 201.

Expense reports received after August 1, 2004, that do not include proper documentation will be returned unprocessed to the traveler with a note requesting the proper documentation. Travelers should address questions regarding documentation requirements to their division travel arrangers and finance personnel who were provided the handbook. A copy of the distribution lists will be provided to the traveler when their expense reports are returned.

In addition, effective this same date, all expense reports processed will require a deduction from M&IE for all meals provided by conferences or training registration fees, whether or not eaten by the traveler. Exceptions will be allowed for certain dietary restrictions. These will be approved on a case-by-case basis.

To read the Documentation Requirements Handbook, [click here](#).